Regional Municipality of Waterloo
Administration and Finance Committee
Minutes

Tuesday, April 1, 2014
10:37 a.m.
Regional Council Chamber
150 Frederick Street, Kitchener

Present were: Chair T. Galloway, L. Armstrong, J. Brewer, T. Cowan, D. Craig, R. Deutschmann, J. Haalboom, B. Halloran, R. Kelterborn, G. Lorentz, J. Mitchell, K. Seiling, J. Wideman and C. Zehr

Members Absent: C. Millar and S. Strickland

Declarations of Pecuniary Interest under “The Municipal Conflict Of Interest Act”
None declared.

Delegations

a) Jason Hammond, President, Community CarShare, addressed the Committee regarding report F-14-044, Community CarShare Line of Credit Extension. He provided a presentation and a copy is appended to the original minutes. He provided a history of the partnership with the Region; gave the benefits of the program; and, summarized membership and revenue statistics. He stated that the organization utilizes a self-sufficient business model and that revenues are historically increasing. He outlined the common goals with the Region and the shared strategic outcomes. He requested that the Region approve a $50,000 revolving line of credit, presented as option 3 in the staff report.

J. Hammond responded to Committee questions related to assets, alternative funding source options, the impact of the Region’s investment, program promotion and the security of the line of credit.

T. Cowan offered an amendment to the motion in support of option 3, in the amount of $50,000.
In response to a Committee question about whether the Region secures the line of credit, Craig Dyer, Chief Financial Officer, advised that it’s a straight, unsecured line of credit but if directed, staff could investigate options to secure the line of credit.

In response to a Committee inquiry about Regional policies to issue lines of credit to non-profit organizations, C. Dyer stated there are provisions within the “Municipal Act” to allow and that Legal Services supports the issue. Additionally, the objectives of the group align with Regional objectives. He noted that there are Regional policies in place for Council to consider similar requests from other non-profit groups.

J. Wideman offered a friendly amendment to the amended motion to direct staff to investigate options for securing the line of credit.

Moved by T. Cowan
Seconded by J. Mitchell

That the Regional Municipality of Waterloo approve the extension of a revolving line of credit to Community CarShare for a term of five years to April 30, 2019 with an upset borrowing limit of $50,000 at an annual interest rate of 4.5%, as described in Report F-14-044, dated April 1, 2014;

And that staff be directed to investigate options for securing the line of credit.

Carried, as amended

Request to Remove Items from Consent Agenda

There was no request to remove items from the Consent Agenda.

Motion to Approve Items or Receive for Information

Moved by J. Wideman
Seconded by K. Seiling

That the following items be received for information:

- F-14-040, 2013 Development Charge Transaction Report
- F-14-043, 2014 Regional Development Charge Background Study

Carried

Regular Agenda Resumes

Information/Correspondence

a) Council Enquiries and Requests for Information Tracking List was received for information.

1605099
Next Meeting – April 29, 2014

Motion to Go Into Closed Session

Moved by J. Brewer

Seconded by L. Armstrong

That a closed meeting of the Community Services Committee be held on Tuesday, April 1, 2014 immediately following the Special Council meeting in the Waterloo County Room, in accordance with Section 239 of the “Municipal Act, 2001”, for the purposes of considering the following subject matters:

a) receiving of legal advice subject to solicitor-client privilege related to an agreement
b) receiving of legal advice subject to solicitor-client privilege and proposed or pending acquisition of property in the cities of Cambridge and Kitchener
c) receiving of legal advice subject to solicitor-client privilege related to the settlement of litigation involving the Region of Waterloo

Carried

Adjourn

Moved by G. Lorentz

Seconded by L. Armstrong

That the meeting adjourn at 11:02 a.m.

Carried

Committee Chair, T. Galloway

Committee Clerk, S. Natolochny
Region of Waterloo
Report F-14-044
April 1st, 2014

Jason Hammond
President
Community CarShare
Federation of Canadian Carsharing Co-operatives

FC3

Celebrating 15 Years
1998 - 2013
Community CarShare
Ontario's First CarShare
Regional Municipality of Waterloo

**A Key Partner**
- Parking Allocation
- Corporate Membership
- Revolving Line of Credit
- Electric Vehicle Project
- TDM Collaboration
- Sunnyside Pilot Project
- National Conference Host

**Shared Strategic Outcomes**
- Traffic Reduction
- Poverty Alleviation
- Promoting Active Living
- Reduced Costs
- Air Quality
- Climate Protection
- Transit-supportive growth
Requesting Support for Option 3

$50,000 Revolving Line of Credit

• $13,100 in interest paid to the Region
• Paid in full, on time
• Not a grant
• Community-owned, democratically controlled
• Allows co-op to grow faster, deliver a better system for both Regional staff & citizens
• Addresses seasonality and need for flexibility
• Same request at Cities of Kitchener and Waterloo
Community CarShare

- Made in Waterloo Region
- Here to stay, here to help
- Growing stronger, growing quickly